

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 12 - 35**

**OPEN TO:** Appointment Eligible Family Members (AEFMs) And US Citizen Members of Household (MOH) – All Agencies

**POSITION:** Diplomatic Post Office Supervisor

**OPENING DATE:** April 12, 2012

**CLOSING DATE:** April 25, 2012

**WORK HOURS:** One position (40 hour work week with night duty requirements)  
Or  
Two part-time positions (20 hours work week each with night duty requirements)

**SALARY:** \*EFM: (Position Grade: FP-08)

The U.S. Embassy in Amman is seeking one or two individuals for the position of DPO supervisor in the Information Resources Management Section.

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

## **BASIC FUNCTION OF POSITION**

This position can either be held by a single incumbent or job-shared, depending upon the availability of interested and qualified Eligible Family Member (EFM) applicants. Job share work hours can be flexible, but position holders will be expected to handle after hours trips (10 pm to 4 am) to the airport (approximately two each month but can be more) to meet the Diplomatic Courier and collect/deliver classified pouches. The incumbent is the primary supervisor for 6 DPO mail staff and 2 switchboard operators. Direct supervision includes the responsibility for training employees, setting work schedules, assigning work equitably among all employees, and preparing training budgets. The job holder also acts as the Classified Pouch Manager for AMEMBASSY Amman and its affiliated agencies.

## **QUALIFICATIONS REQUIRED:**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.**

1. Completion of high school degree is required.
2. Two years postal/mailroom or administrative experience is required.
3. Must be fluent in English (level 4).
4. Must be able to lift up to 70 pounds and will be tested at the time interviewing. Must be familiar with Windows XP and Microsoft Office Suite. Must be able to learn different computer application software as deployed by Department of State.
5. Must be able to obtain and retain a Top Secret clearance.

## **SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

## **TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

**SUBMIT APPLICATION TO:**

Human Resources Office

Fax 593 1598

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto:AmmanEmployment@state.gov).

**DEFINITIONS:**

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: April 25, 2012**

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.